

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

April 1, 2024 - June 30, 2024



### 1) Travel and Business Related Expenses

This includes all reimbursable expenses for travel activities while on SAIT business, attendance at and/or presenting at conferences, and participating with professional organizations. Other Transportation includes public transportation, rental cars, taxi, car service fees, parking, mileage, etc. Meals at SAIT are based on approved receipts for each meal incurred while on business travel. Other includes conference registration fees and foreign visa fees.

Position	Dates	Purpose	Destination	Airfare	Other			Meals	Other	Total
					Transportation	Accommodation				
VP Corporate Development	Apr, 2024	National Dialogue on International Students	Ottawa					\$585.00	\$585.00	
VP Corporate Development	Apr, 2024	Polytechnic Canada Showcase	Ottawa	\$469.36					\$469.36	
VP Corporate Development	May, 2024	BCCIE Conference	Vancouver	\$413.62				\$1,076.25	\$1,489.87	
VP Corporate Development	May, 2024	National Dialogue on International Students	Ottawa		\$179.84	\$834.11	\$89.76		\$1,103.71	
VP Corporate Development	May, 2024	Polytechnic Canada Showcase	Ottawa		\$138.21		\$220.10	\$24.44	\$382.75	
VP Corporate Development	May, 2024	National Dialogue on International Students	Ottawa				\$39.98		\$39.98	
VP Corporate Development	May, 2024	EAIE Conference	Toulouse, France			\$1,512.72		\$1,162.82	\$2,675.54	
VP Corporate Development	Jun, 2024	EAIE Conference	Toulouse, France	\$7,751.69		(\$82.55)			\$7,669.14	
VP Corporate Development	Jun, 2024	BCCIE Conference	Vancouver		\$179.06	\$1,418.36	\$77.86		\$1,675.28	
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								<b>Total</b>	<b>\$16,090.63</b>	

### 2) Hosting and Working Session Expenses

SAIT provides for hosting and working session expenses to be reimbursed for SAIT business activity. Business activity can include meetings with external parties and SAIT employees.

Position	Dates	Purpose	Location	Amount
VP Corporate Development	Apr, 2024	CICan Parking	Calgary, AB	\$23.00
VP Corporate Development	Apr, 2024	Meal Expense - External Meeting	Calgary, AB	\$162.00
VP Corporate Development	May, 2024	CICan Parking	Calgary, AB	\$44.80
VP Corporate Development	Jun, 2024	Parking - External Meeting	Calgary, AB	\$14.00
			<b>Total</b>	<b>\$243.80</b>